



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
PO Box 9501 Olympia WA 98507-9501

**STATE SUPPLEMENTARY/DIRECT PAYMENT  
CLIENT OVERPAYMENT NOTICE**

Client/SSP Payee

Date:
Office/MS:
DD Client ID #:
Client/Payee SSN #:
Client/Payee DOB:
Service Code:
SSPS Authorization Number:
Service Name:

- ☐ New Overpayment  
☐ Supersedes Overpayment Notice Dated: \_\_\_\_\_

RE: Client Name \_\_\_\_\_

A. You were overpaid State Supplementary/Direct Payments in the amount of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. A computation sheet is attached.

B. The overpayment occurred because:

- ☐ Client was not eligible for SSI  
☐ Client was not in need of/did not receive the specified service  
☐ Incorrect amount was authorized  
☐ Payment authorized to incorrect party  
☐ Other \_\_\_\_\_

C. If you have questions regarding the amount or reason for this overpayment, please contact the Division of Developmental Disabilities (DDD) at the number below:

WORKER'S NAME \_\_\_\_\_

WORKER'S TELEPHONE NUMBER \_\_\_\_\_

Please send a check for the full amount made payable to FSA, OFR to the address below or make payment arrangements within ten (10) days with the:

Financial Services Administration, Office of Financial Recovery  
PO Box 9501  
Olympia, WA 98507-9501  
(360) 664-5700  
1-800-562-6114 (Toll Free)  
1-800-452-2334 (Language Interpreter)  
1-800-833-6388 (TTY Washington State Relay Service)

If payment is not made:

- We may file a lien against your personal and real property.
- DSHS can collect by foreclosure, distraint, seizure, and sale or garnishment of up to 25% of your net salary.

If you disagree with any of the decisions in determining this overpayment, you may request a fair hearing within ninety (90) days of the receipt of this letter by writing the Office of Administrative Hearings PO Box 42489 Olympia WA 98504-2489.

WORKER'S SIGNATURE \_\_\_\_\_

DSHS 18-627 (Rev. 10/2003) - TRANSLATED

**DISTRIBUTION:** Original - Responsible Party/Payee Copy - Client/Legal Representative, OFR, SSP Program Manager, Client File